

# BANKRUPTCY BUGLE



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## FILING A PERSONAL FINANCIAL MANAGEMENT CERTIFICATE

Effective October 12, 2014, a change was made to the option for "Filing a Personal Financial Management Certificate" available on the Nevada Bankruptcy Court's web site. A PACER login will be required in order to utilize this feature.

After reviewing the "Notice to Approved Personal Financial Management Course Providers" found on the court's webpage, <http://www.nvb.uscourts.gov/filing/bankruptcy-basics/personal-financial-management-certificate/>, and clicking on the "Click Here to File A Personal Financial Management Course Certificate (eFinCert)," the user will be prompted for a PACER login:

### Authentication

Login:

Password:

Client code:

If you do not have a PACER login, please contact the PACER Service Center at (800) 676-6856.

**NEW**

## PDF FILE SIZE INCREASE

Effective October 12, 2014, the file size limits of PDFs in ECF have increased from 4 MB to 5 MB.



**SNABA**

The guest speaker at this event will be Lenard E. Schwartz, Bankruptcy Trustee, who will be speaking on Pre-Petition Exemption Planning.



DATE: October 16, 2014

TIME: 11:30 A.M. to 1:00 P.M. (Speakers will begin around 12:00 P.M.)

LOCATION: Pullman Grill at Main Street Station

PRICE: \$25 for the luncheon or \$35 for the luncheon and CLE credit if paid before 10/13/2014. \$35 for the luncheon or \$45 for the luncheon and CLE credit if paid after 10/13/2014.

### **CHAT**

The Nevada Bankruptcy Court has implemented a CHAT service for the public.

The CHAT Help Desk answers questions online Monday—Friday during regular court hours. In addition, phone calls to the Help Desk at 866-232-1266 will still be answered.

Access to CHAT can be found at the court website's home page:

[www.nvb.uscourts.gov](http://www.nvb.uscourts.gov)

### **BANKRUPTCY COURTHOUSE HOURS**

C. Clifton Young Federal Building and U.S. Courthouse Hours and  
Foley Federal Building and U.S. Courthouse Hours are:

**7:30 A.M. to 5:00 P.M.**

Bankruptcy Court Intake Hours are:

**9:00 A.M. to 4:00 P.M.**

Excluding Weekends and Federal Holidays.

### **EXHIBITS**

All courtesy copies of exhibits attached to papers must have indexing tabs at the bottom to show the exhibit number or letter. Exhibits must be separated by pages inserted and labeled with the exhibit numbers for movants and exhibit letters for respondents. Filers must reduce oversized exhibits by xerographic or other similar means to eight-and-one-half by eleven inches (8½" x 11") unless the reduction would destroy legibility or authenticity. For more information on exhibits, see [LR 9004\(e\)](#).

Unless otherwise ordered, please contact the courtroom deputy for the presiding judge one week in advance of the hearing/trial for instructions on submission of exhibits and related procedures. The telephone numbers for the courtroom deputies are listed on the "Chambers" web page for the presiding judge at: <http://www.nvb.uscourts.gov/judges/>.



**NEW  
E-FILERS**

**VOLUNTARY  
PETITION**

*Official Form B1, known as a “Voluntary Petition” must be filed by a debtor to begin a bankruptcy case.*



**STEPS TO MANUALLY  
OPEN A VOLUNTARY  
PETITION**

(Note: Steps 2-6 should be done immediately after opening.)

- |   |        |  |   |
|---|--------|--|---|
| 1 | Upload | <b>VOLUNTARY PETITION</b>                                  |   |
| 2 | Upload | <b>MATRIX</b>  |   |
| 3 | Docket | <b>JUDGE/TRUSTEE ASSIGNMENT</b>                            | ➔ |
| 4 | Docket | <b>STATEMENT OF SOCIAL SECURITY</b>                        |   |
| 5 | Docket | <b>DECLARATION OF ELECTRONIC FILING</b>                    |   |
| 6 | Docket | <b>MEANS TEST (Individuals Only)</b>                       |   |
| 7 | Docket | <b>CERTIFICATE OF CREDIT COUNSELING (Individuals Only)</b> |   |
| 8 | Docket | <b>CHAPTER 13 Plan (if Applicable)</b>                     |   |

**ALL** Chapter 13 and 11 cases are opened as **ASSET** cases.

**PLEASE NOTE**

**JUDGE/TRUSTEE  
ASSIGNMENT**

THIS IS A VERY IMPORTANT STEP in opening a new petition.

It is a crucial part of case opening, and will ensure that you receive your 341 notice immediately.

**REMINDER!**

**LEGAL ADVICE**

Clerk’s office staff are prohibited by 28 U.S.C. § 955 from giving legal advice.

**BANKRUPTCY COURT CONTACT NUMBERS**

- LAS VEGAS CLERK’S OFFICE: (702) 527-7000  
 RENO CLERK’S OFFICE: (775) 326-2100  
 CM/ECF HELP DESK: (866) 232-1266

Frequently called numbers, e-mail addresses, and live on-line chat is available on the court’s website under Court Information:

<http://www.nvb.uscourts.gov/about-the-court/contact-information/>